SBA Event Approval Checklist - Office of Student Affairs - Widener University Delaware Law School

Please have the appropriate person / office initial as you complete this form so that Dean Nicole Barkley knows all the appropriate offices have been notified of the event. ALL FORMS MUST BE SUBMITTED NO LESS THAN 14 DAYS PRIOR TO THE EVENT.

Submitted by ______________________________  Org. __________________  Date __________________

Event _______________________  Event Date _____________  Phone ______________________

Event Description _______________________

1. Approval by Assistant Dean Nicole Barkley ______________________________

2. Approval by V.P. for Academics / Community Affairs __________ or Student Relations __________

3. Clear date on Master Calendar with Connie Sweeney (4th Floor). Please have her initial this entry. □

4. If you would like to have an outside speaker, clear with Connie Sweeney in the Dean’s Office (4th Floor) before the invitation is issued. Please have her initial this entry. □

5. If the outside speaker is a Widener alum, contact Nancy Ravert Ward in Alumni Relations after Connie Sweeney has cleared the event, and have her initial as well □

6. Please bring the following items (as applicable to the event) to the Office of Student Affairs (OSA) for approval:

   - Room Reservation Form (Registrar’s Office)
     o To reserve a room(s) in either the Main Law Building or Polishook, see Debra Berry (OSA) before bringing to the Registrar’s Office.
     o To reserve either Main Street or the Barristers’ Club, see Connie Sweeney (4th Floor) before bringing to OSA. □

   - Food Service Request (Jen Biscoe/ARAMARK)
     o Request must be completed and signed by Jen at least 2 weeks before bringing to OSA. Also, always check with Jen regarding bake sales, outside food, etc. □

   - Video Request (Media Services)
     o To request video equipment/services, see Debra Berry (OSA) before going to Media Services. □

   - Gift Purchase Request (Bookstore)
     o Request must be completed and approved by Nicole Barkley prior to purchase(s). □

7. If you wish to publicize the event on the Electronic Bulletin Board (TV), send Debra Berry in OSA a PowerPoint slide (landscape) no less than fourteen (14) days prior to the event. □

8. If you wish to post flyers for the event, please email the flyer(s) to Debra Berry in OSA to be approved. Signs can only be posted on “general information” bulletin boards. □

9. If you wish to publicize the event on What’s Up @ DE Law, please submit event details on http://blogs.law.widener.edu/whatsup/ no less than fourteen (14) days prior to the event. □

10. If there will be advertising or press outside the law school (newspapers, network television, etc.), you must have the approval of Nicole Barkley and Mary Allen (x2175.) □

11. Bring this completed form AND the completed MASTER CALENDAR EVENT FORM to Debra Berry in the Office of Student Affairs. □